

Job Title: Operations Supervisor - Sanitation

Department: Environmental Services

Immediate Supervisor: Superintendent

Origination Date:	07/01/2001
Revision Date:	09/01/2013
Job Grade	608
FLSA Status	Exempt

BRIEF DESCRIPTION OF THE JOB:

This position organizes and supervises the work of employees engaged in the operation and maintenance of either of the following City divisions: wastewater treatment facilities, wastewater collection system, water distribution system, water production and treatment, Environmental Compliance, or Sanitation. This position is responsible for the day to day operation and maintenance activities of a functional area or division. This position will provide recommendations and input in the planning, coordination, management and implementation of capital improvement projects and resources to ensure compliance with all state, federal, county and local regulations. Additionally, this position will generate reports, provide input for council presentations, provide leadership, direction, training, safety, and performance appraisals for employees. Monitor/manage operational budget.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code			ESSENTIAL FUNCTIONS - SANITATION
1	L	Supervise employees: Write and evaluate performance appraisals, review work reports and ensure accurate compliance data reports, prepare work schedules, provide training and leadership, conduct staff meetings, provide professional development, participate in employee hiring process and enforce discipline when necessary.	
2	M	Manage and oversee area of responsibility by providing technical assistance, guidance, training, conduct field inspections, and respond to internal and external customer inquiries; maintain compliance of county, state, and federal rules and regulations.	
3	S	Demonstrate continuous effort to improve operations through new technologies, efficiencies and work processes. Works cooperatively to provide quality internal and external customer service.	
4	S	Prepare and submit operational data and reports to the Superintendent. Prepare and submit necessary monitoring information to appropriate state and federal agencies for compliance with environmental laws and regulations. Represent the City and/or division at meetings of committees, advisory groups and regulatory agencies.	
5	S	Actively participate in the development and revision of job descriptions, standard operating procedures(SOP), department policies, performance measures, operational and strategic planning, emergency response, and safety programs.	

City of Goodyear, Arizona

Physical Strength Code		ESSENTIAL FUNCTIONS - SANITATION
6	S	Monitor for changes in laws and regulations that may affect department operations. Recommend changes to the current policies and procedures to comply with said changes; implement when approved.
7	L	Manage solid waste collections and programs by conducting audits and project inspections until completion.
8	L	Provide recommendations and input in the development and preparation of the annual division budget. Review and approve expenditures and prepare requisitions for materials, supplies and equipment. Contact vendors regarding pricing and services required for effective operations.
9	S	Provide input with outside consultants, engineers and/or developers in the planning of the City's infrastructure. Review and comment on design documents and specifications for future system improvements. Represent the department in solid waste collections infrastructure planning and development.
10	L	Troubleshoot operational and maintenance problems then direct the correction and repair. Ensure that product quality is maintained during construction, maintenance and emergency repair activities. Ability to review plans, specifications, blueprints, and schematics.
11	S	Ensure that all staff is in compliance with safety rules and procedures by conducting regular safety inspections, safety tailgate meetings and safety policy review.
12	L	Provide coordination and communication on a daily basis with Finance, Customers Service Division and Public Works Administrative staff for customer concerns and issues regarding solid waste services. Work with Customer Service in developing SOPs, internal and external communication, and providing input on processes for City accounts and collections.
13	M	Develop educational and training materials; make oral presentations to the public, schools and other community groups to provide information regarding the city's solid waste program. Organize and coordinate trash and recycling activities between the City's participation in special events and other private or public entities.
14	L	Supervise the collection of contained and uncontained solid waste along designated routes and service. Oversee the household hazardous waste events, e-recycling, tire recycling, and curbside inspection programs. Assist other City Divisions with cleanup efforts, City Code enforcement efforts and law enforcement investigative operations. Ensure that semiannual inspection reports are prepared and submitted to MCESD. Work with MCESD to abate nuisances and/or vector violations by public education and/or immediate collection if necessary. Demonstrate continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. Respond to citizen requests for information or programs and acts as a City representative to the community.

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Physical Strength Code	ESSENTIAL FUNCTIONS - SANITATION	
15	L	Develop and implement specific processes and programs for recycling, reusing and reducing municipal solid waste materials, ensure quality control of these collections. Manage the procurement of supplies and equipment, and ensure staff performs equipment preventive maintenance on a regular schedule. Plan and execute training programs regarding operation of all types of solid waste equipment and safe operating practices.
16	S	When necessary, provide bulk collection with the use of sanitation collection equipment; operate various vehicles and equipment to perform other division required tasks such as container maintenance and route inspections.

JOB REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum five years experience in a related field.
Certifications and Other Requirements	Valid Class A Commercial Drivers License. Certified Mangement of Recycling Systems and/or Solid Waste Systems
Reading	Work requires the ability to read manuals, letters, reports, graphical information, equipment readings , measurements and gauges.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, percentages, formulas, factors, and decimals.
Writing	Work requires the ability to write clear and concise analytical letters, memos, and reports.
Managerial	Complex - Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Budget Responsibility	Substantial - Has responsibility for final approval of at least one division budget and presents the budget(s) to Senior Management. Is authorized to approve division budgeted expenditures for both staff and resources up to the amount that requires the approval of Senior Management.
Policy/Decision Making	Significant - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts is typically reviewed prior to being finalized.
Technical Skills	Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

JOB REQUIREMENTS

Interpersonal / Human Relations Skills	High - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Contacts may involve stressful negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions in a professional and ethical manner. Elements of persuasion may also be necessary to gain cooperation and acceptance of ideas
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